



Australian Government

**Department of Sustainability, Environment,
Water, Population and Communities**



FACT SHEET 5

What You Need to Know Before Your Audit

All companies (or individuals) that hold a Refrigerant Trading Authorisation under the Australian Government's Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 will be audited by the Australian Refrigeration Council (ARC).

A Refrigerant Trading Authorisation is granted subject to the conditions as outlined in regulation 141 of the regulations.

To ensure you are meeting the conditions of your Refrigerant Trading Authorisation, at audit you are required to provide evidence of the following to the compliance auditor:

- up-to-date records (for the last 2 quarters) showing the amounts of refrigerant bought, sold (bulk amount i.e. cylinders) and recovered/reclaimed (for destruction) during each quarter,
- that each item of equipment that is necessary to prevent avoidable emissions of refrigerant is operating correctly,
- quarterly records of any checks (for the last 2 quarters), maintenance or other activities undertaken to ensure each item of equipment necessary to prevent avoidable emissions of refrigerant is operating correctly.

Equipment includes at least one each of the following:

- Leak detector
- Vacuum pump
- Recovery unit,
- quarterly records (for the last 2 quarters) of current Refrigerant Handling Licence holders (name, licence number, entitlement and expiry date),
- quarterly records (for the last 2 quarters) that show that you have checked, at least once during the quarter, any and all refrigerant containers in the your possession for leaks,
- a list of all refrigerant containers (cylinders) in your possession during each quarter (for the last 2 quarters) and their test dates,
- evidence that a risk management plan relating to the handling and storage of refrigerant in your business has been put into effect,
- having included your RTA number on any; advertising for the provision of services which would not be permitted without the RTA and on any invoices, receipts or quotes for work carried out under the RTA.

A guide to producing a Risk Management Plan and example templates for recording the detail required at audit are available on our website at: www.arctick.org or call the ARC on 1300 884 483.